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| DD/A Registry |
| 78-1378/13 |

19 JUL 1978

DD/A Registry
File Personnel -12

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign
Assessment
Deputy Director for Science and Technology

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Publishing Promotion Plans

REFERENCE : Memo for Deputy Directors fr D/Pers dtd
5 Jul 78, subj: Promotion Projections

1. The DCI has specified that the promotion plans be published to the employees. The timetable for doing this will be:

Revised FY 1978 plans: Immediately

Final FY 1979 plans : After approval of the
FY 1979 APP

FY 1980 plans : Late in FY 1979

2. The published plans shall specify the planned number of promotions in the Career Service, by grade.

3. The vehicle for publishing the plans should be designated by the Career Service and a strong effort made to reach all its employees. Individual subgroups should publish their own plans and disseminate them to their own employees. Information copies of all published plans should be sent to Plans Staff, Office of Personnel.

[Redacted]
F. W. M. Janney

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5 JUL 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign
Assessment
Deputy Director for Operations
Deputy Director for Science and Technology

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Promotion Projections

The DDCI has advised that the Deputy Directors may promulgate their promotion projections as developed in concert with the Office of Personnel. The FY 1978 projections should be implemented; the FY 1979 targets should be entered in the Phase I APP due this August; and the FY 1980 can be treated as a planning target. While these figures were developed as minimum targets, the Office of Personnel would like to remind that any excesses in FY 1978 should be carefully gauged against effects on available headroom in meeting FY 1979 and FY 1980 targets.

[REDACTED]

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F. W. M. Janney

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D/Pers/FWMJanney:jmk (5 Jul 78)